

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

August 11 - [City Council Meeting Agendas](#)

Looking Ahead

Most boards, including Council, are holding meetings virtually. Check the online meeting calendar for updates.

Tuesday, August 4: Planning Commission Work Session

Thursday, August 6: Old Town Advancement Comm. meetings

[Public Meeting Calendar](#)

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- **LISTEN!** [DEFROST](#) podcast
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- NEW - 2020 U.S. Census



Photo of the week: Cool sun effects in this morning photo of our refuse and recycling crew.

City Manager's Highlights

The City is expecting to receive another round of CARES Act funding for COVID-19 expenses. If received, distribution of the funds will be determined at a later date.

The current CARES Act business and non-profit grant program application process offered by the City ended on July 31.

Governor Northam announced a new COVID-19 small business and non-profit grant program called [Rebuild! VA](#). Applications will be available August 10.



Public Safety

Winchester Police

- Continued recruitment efforts and posted a video/job description for an open Animal Control Officer position.
- Conducted SWAT training, Crisis Negotiation Team training, and a training on creating standards for officer communication and de-escalation.
- Crime stats:
 - Crimes against persons (felony) - 1
 - Crimes against persons (misdemeanor) - 16
 - Burglaries (residential) - 1
 - Burglaries (commercial) - 0
 - Property crimes/other - 28

Winchester Fire and Rescue

- Administered two Firefighter II certification re-tests.
- Completed Field Training Officer training for one employee.
- Conducted 16 interviews for open Firefighter positions.
- Updating respiratory policy.
- Accepted delivery of the new decontamination machines for the apparatus and stations.
- Toured a property on Commerce Street with the intentions of conducting fire training prior to renovations.
- Obtained/served inspection warrant and inspected residential property related to fire safety complaint.
- Met with a local business owner to discuss a training opportunity at his recently-purchased property and future plans for the structures on the property.
- Conducted annual fire inspections.

Emergency Management

- Performed updates to Everbridge group notification configurations.
- Attended a webinar on the utilization of drones and imagery for public service applications.
- Participated in a conference call with the Winchester Medical Center regarding COVID-19.
- Submission of weekly situation reports and PPE usage to the Virginia Department of Emergency Management.

Police Activity	#
Calls for Service	582
Directed Patrols	30
Directed Patrols (OTW)	2
Extra Patrols	28
Extra Patrols (OTW)	0
Alarms/False Alarms	28/28
Crash Reports	11
Traffic Citations	27
Traffic Warnings	16
DUI/DWI	2
FOIAs Answered	7
Special Events Permits Received/ Approved	0/0 48 YTD

Fire Activity	#
Fire	1
Overpressure	0
EMS/Rescue	84
Hazardous Cond.	2
Service Call	5
Mutual Aid Given	6
Good Intent	4
False Alarms	8
Special Incident	0
Plan Review	0
Reinspections	0
Inspections	2

Development Services

Zoning and Inspections

- Completed:
 - 45 building permit inspections and 27 building permits (\$237,172 valuation).
 - 29 code enforcement inspections and initiated 11 new cases
 - 3 new business reviews (2 Zoning User Permits general business, 1 Zoning User Permits home business)
 - 0 PDSP permits
- Removed 0 signs from the public right-of-way (YTD=89)

Date	Address	Description	Value
07/23/2020	559 SMITHFIELD AVE	SHORE UP BASEMENT WALLS	\$8,000
07/23/2020	525 E CORK ST	CLOSE IN BREEZEWAY, ADD DOOR	\$1,000
07/23/2020	431 HIGHLAND AVE	INTERIOR RENOVATION	\$45,000
07/23/2020	278 GREEN ST	NEW DECK	\$7,000
07/23/2020	201 FARLEY CIR	NEW SHOWER UNIT 402	\$3,926
07/23/2020	104 S INDIAN ALY	ASBESTOS ABATEMENT	\$6,000
07/24/2020	1018 HETH PL	REPLACE A/C & FURNACE UNITS	\$14,925
07/24/2020	432 N LOUDOUN ST	NEW FIXTURES	\$15,000
07/24/2020	509 FAIRMONT AVE	REPLACE SEWER SERVICE	\$9,500
07/24/2020	137 N INDIAN ALY	INSTALL SALON SINK	\$2,000
07/24/2020	1944 VALLEY AVE	PIPING & RTU	\$1,500
07/26/2020	432 N LOUDOUN ST	REPLACE A/C & FURNACES	\$5,000
07/27/2020	201 FARLEY CIR	NEW SHOWER UNIT 411	\$3,522
07/27/2020	2910 SARATOGA DR	REPLACE FURNACE & RANGE	\$7,914
07/27/2020	950 WAYNE DR	REPLACE A/C & FURNACE	\$14,400
07/27/2020	1944 MELVOR LN	REPLACE A/C & FURNACE	\$7,500
07/27/2020	2914 SARATOGA DR	REPLACE A/C & FURNACE	\$5,925
07/28/2020	124 E MONMOUTH ST	REPLACE FIXTURES	\$2,000
07/28/2020	124 E MONMOUTH ST	REPLACE A/C	\$2,500
07/28/2020	124 E MONMOUTH ST	DEMO & REMODEL	\$25,000
07/29/2020	117 E PICCADILLY ST	RE-ROOF	\$49,560
Total			\$237,172

Planning

- Prepared and electronically distributed the agenda packet for the Planning Commission's August 4 work session and August 18 regular meeting. The following new agenda items are scheduled for review at the work session and public hearings at the regular meeting:
 - Conditional Use Permit (CUP) for a change to the use of a small neighborhood convenience building at 1200 Valley Ave
 - Planned Unit Development (PUD) rezoning for a 39-unit multifamily development on a 9.65-acre site along the east side of Fox Drive for Westminster-Canterbury villas known as "Hack Woods"
 - PUD rezoning for a 198-unit multifamily development on a 6.23-acre site along the west side of Spring Street primarily intended for SU students as a project known as "The Local"
 - Right of Way vacation and conveyance request for a portion of Center Street along the east side of Fox Drive
 - Major Subdivision for Habitat for Humanity along Chase, West, and Elk streets comprising 4 single-family home lots
 - A privately-sponsored Zoning Text Amendment to allow bollards instead of curbing in parking areas near buildings
- Additionally, there are two public hearing items carried over from the July regular meeting:
 - PUD rezoning for a 36-unit multifamily development on a 2-acre site along the north side of W. Jubal Early Drive addressed as 1811 Roberts Street
 - CUP for the Cameron Square development along N. Cameron Street to allow more than 85 units on a single lot and/or within a single building which was tabled at applicant's request
- Continued to conduct online plan review and approval of development projects.

Arts and Vitality & Old Town

- Continued working with Special Events Coordinator on the Summer Vibe 2020 programming.
- Worked on scheduling a social distancing theatrical performances in September.
- Attended the virtual Downtown Intersections Conference through Virginia Main Street.
- Coordinated Locable seminars for small businesses in Winchester.

Economic and Workforce Development

- Received and compiled CARES Act applications for review (deadline was July 31). Fielded questions for Winchester businesses on the requirements of the CARES Act grants.
- Met with three developers examining projects within the city.
- Met with community activists interested in creating additional business opportunities in Winchester.
- Participated in Northern Shenandoah Valley Economic Response team weekly meeting.
- Attended *Internet for All Taskforce* meeting.
- Attended webinar for Rebuild Virginia Grant Program.

Winchester/Frederick County Tourism

- Recorded Tourism Tuesday radio show. Guest was Julie Armel from the MSV, and discussion surrounded their exhibits, online offerings, and trails construction progress.
- Continued to develop the new video featurette program; post-production is underway for the upcoming restaurant video, and applications are coming in for the next round which will be craft beverages.
- Held our Destination Ambassador Facing COVID Together special session, which focused on providing support/advice to our front line hospitality and restaurant employees and managers. We had the Executive VP of Glory Days Grill, the CEO of Retro Hospitality, and a professor of psychology from Shenandoah University on the free session which provided stress management advice, best practices and positive stories of how to navigate working on the front lines during the pandemic.
- Took part in a virtual meeting with Virginia Tourism's international public relations department and several Northern Shenandoah Valley partners on developing a virtual FAM trip to showcase our destination to international travel writers/bloggers. Tentative production date for this effort is mid-September.
- Attended a virtual Southeast Tourism Society Crisis Management and Marketing training.

Public Services

- Construction on the new maintenance facility at City Yards started this week. The overall project will take approximately two years to construct.
- Met with VDOT to discuss the Millwood Avenue bridge replacement over Interstate-81. This bridge is in very poor condition and desperately needs to be replaced.
- Construction continues to progress very well on the trails at the Museum of the Shenandoah Valley.
- Repaired another water main break this week. Normally, water main breaks do not occur during the summer, but this year there have been multiple main breaks caused by the very hot and dry weather that has resulted in the soil contracting and exerting forces on the pipes.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	8,292
Water service lines replaced (number)	0	372
Water meters replaced (number)	177	5,291
Sanitary sewer mains replaced/lined (linear feet)	0	6,615
Sanitary sewer laterals replaced (number)	0	111
Sanitary manholes replaced (number)	0	42
Sidewalks replaced (linear feet)	0	39,697
Sidewalks repaired (linear feet)	1,843	178,719

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	.80	Lane miles
	Potholes repaired	25	85	#
	Mowing	0	233.09	Acres
	Miles of streets swept	76.8	1,793.89	Miles
	Tons of leaves hauled	0	58.50	Tons
Trees	Dead/diseased trees removed	1	139	#
	Trees trimmed	1	665	#
	Stumps removed	0	157	#
Traffic	Street signs Installed/replaced	7	359	#
	Pavement markings repainted (City)	1,336	8,443	Linear feet
	Pavement markings repainted (contractor)	0	665,997	Linear feet
Refuse & Recycling	Refuse collected	137.54	4,104.60	Tons
	Recycling collected	37.12	1,241.036	Tons
	Large item pickups	5	81	#
Transit	Total passengers	1,174	45,427	#
	Revenue miles pick up/drop off	2,056	75,350	Miles
	Revenue hours pick up/drop off	205.98	7,268.88	Hours
Utility billing	Payments processed	1,102	41,889	#
	New bills mailed out	2,799	43,436	#
	Water services turned off (non-payment)	0	125	#
Water treatment plant	Average daily water demand	7.19	5.66	Million gallons/
	Peak daily water demand	7.79	7.81	day
Wastewater treatment plant	Average daily flow treated	7.39	7.34	Million gallons/
	Peak daily flow treated	11.82	17.21	day
Water distribution and wastewater collection	Water main breaks repaired	2	12	#
	Water meters read	1,289	46,317	#
	Fire hydrants flushed	56	587	#
	Sewer mains cleaned	6,176	89,422	Linear feet
	After-hours call outs	5	79	#
Engineering	Site plans reviewed	0	74	#
	Floodplain permits issued	0	26	#
	Utility as-builts reviewed	0	5	#
	Right-of-way permits issued	52	442	#
	Land disturbance permits issued	0	9	#
	Stormwater facility inspections	0	64	#
	Erosion and sediment control inspections	32	837	#
	Erosion and sediment notices to comply	0	0	#

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Facilities Maintenance	Work requests completed	21	559	#
	Special events assistance	2	8	#
	Maintenance of pedestrian mall	33	853	Staff hours
Equipment maintenance	Total repairs completed	9	1,346	#
Winchester Parking Authority	Work requests completed	3	144	#
	Special events - assistance provided	0	3	#
	Vandalism or property damage issues	0	10	#
	New monthly rentals	1	90	#
	Monthly rental cancellations	3	132	#
	Total monthly leases in all autoparks	-2	1,100	#
	Available monthly spaces in all autoparks	+2	312	#
	Hourly parkers (all four garages)	1,855	47,641	#
	Park-Mobile transactions	597	14,654	#
	Meter violations	165	3,688	#

Parks & Recreation

- Met with Kiwanis Fall 2020 Pancake Day organizers.
- Met with Winchester Swim Team representatives to discuss the Long Course Swim meet.
- Continued to review contingency plans for the overall department and divisions to determine what programming may be conducted while complying with Phase III criteria. The Active Living Center/War Memorial Buildings is open in a limited capacity.
- Developed a program for full-day childcare which works in conjunction with Winchester Public Schools return to school plan. The plan will serve a reduced number of children as a result of the social distancing criteria.
- The outdoor pool remains open to the general public via the reservation system for General Swim with slots mostly at capacity each day. For those who make reservations but can't make it, they are asked to call the park to cancel so other people may make a reservation.

Social Services

- Received 77 Benefit Program applications: 25 SNAP, 31 Medicaid, 4 TANF, 0 VIEW, 2 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 15 Home Energy Assistance Program
- Provided case management to: 1,682 Medicaid cases, 4,216 SNAP cases, 74 TANF cases, 19 Auxiliary Grant cases, 47 individuals receive VIEW services, 92 families/92 children receive Child Care Subsidy Assistance.
- Other highlights:
 - Staff participated in "Compass Lifeline" training to increase skills regarding the child welfare mobile application.
 - Staff participated in the weekly Investigative Multidisciplinary Team meeting.
 - Staff completed online training: Intake, Assessment and Investigation in Child Protective Services, Family Partnership Meeting Principles
 - Staff participated in a meeting of CFW Foster Care, the local foster care recruitment and training program to evaluate program data and engage in program planning.
 - Staff participated in a meeting of the Child Care Quality Initiative Team. This team focuses on supporting the Child Care Subsidy Program and providing educational and development opportunities to local child care programs.

Weekly Activity	#
Clients walk-ins/drop-offs	0/51
Child Protective Service (CPS) referrals/case management load	3/45
CPS family assessments & investigations of alleged maltreatment	46
Placed "on notice" for foster care entry by JDRC	4
Children in/entered/exited foster care	53/0/0
Adoption subsidy cases/adoptions finalized	49/0
Benefit program fraud & overpayment referrals/investigations/recoupment claims	0/8/124
Family Service intakes	2
Family Services Prevention case management load	6
Adult Protective Service referrals/investigations/intakes	3/7/4
Adult services case management load	5
Adult guardianships/cases	1/81
Interstate Compact on the Placement of Children (ICPC) case management	1
Family Partnership Meetings	5

Communications

- Distributed the July 29 CitE-News issue. [View](#)
- Handled 2 media requests for City information and staff interviews; 2 inquiries for WPD.
- Organized and produced the first *Go and See! With Barry Lee* virtual field trip video for Parks & Recreation's child care program. The "field trip" was to Shawnee Volunteer Fire Company. To be posted soon on social media and online.
- Wrote and produced this week's episode of the Rouss Review podcast that featured Census Partnership Specialist Kathleen O'Connell as guest. Also, uploaded the transcript online. [Listen](#)
- Produced a short hiring advertisement for the Police Department's open Animal Control position.
- Participated in the National Association of Government Archives and Records Management online summer forum on "Mining Our Past, Engineering Our Future."
- Continued updating website to provide more City information online, including some in Spanish.
- Continued updating City information on Google Maps.
- Produced a Take the Open and Safe Pledge video for Development Services. [Watch](#)

311 Requests Received	#
FOIA	9
New Recycling Bin	2
Missed Trash/Recycling Collection	-
Trash on Property	-
City Tree Issue	-
Traffic Signal Issue	-
Dead Animal in Road	-
Ask a Question	1
Pothole	-
Street Light Out	-
Tall Grass	-
Water/Sewer Service	-
Total/YTD	12/334

Date	City of Winchester News Releases
7/22	Tourism Office receives WanderLove Recovery Grant for tourism marketing - read
7/30	City to ensure public access to all virtual Council meetings - read
Date	Articles in <i>The Winchester Star</i>
7/25	Winchester Regional Airport and Shenandoah University launch internship program
7/27	Winchester School Board Ward 2 candidate Carmen Crawford wants to address dropout rate
	Winchester School Board Ward 2 candidate Melissa Harris wants to address rezoning concerns, school curriculum
	Policing challenges, reforms, tactics discussed at 2nd community forum
	Winchester police want road to be named after fallen officer
7/28	Michael Birchenough uncontested for Winchester School Board's Ward 1 seat
	Winchester grand jury indicts 30
	\$3M pedestrian bridge would link SU, Clarion

Date	Articles in <i>The Winchester Star</i>
	Open forum: Beware the unintended consequences of changing street's name
7/29	Meet the most hated people in Old Town
	Incumbent Elyus Wallace running unopposed for Winchester School Board's Ward 3 seat
	Panel updated on plans for this year's Family Day
7/30	Council considers new funding option for Douglas School
	City delays possible renaming of Jubal Early Drive
	Council kills proposal to build a pedestrian bridge
7/31	Virtual closed-session meetings didn't follow state code
Date	Segments on WDVN
7/28	Winchester City Council votes to table Jubal Early Drive renaming discussion - watch

Support Services

Innovation & Information Services

- Upgraded Personal Property environment to current release of WebSmart tool. Evaluated new templates available to determine if better for users for new development.
- Updated Fire and Rescue call GIS dashboards to enable user to query calls based on location within City first due and Frederick County First due areas.
- Created draft map for Opequon Water Reclamation Facility map that will be used for a State discharge permit.
- Created City of Winchester Agency vCard (Virtual business card) that will be incorporated into our data. Deployed virtual business card to GIS public server.
- Implemented SSID profile change for Council Chambers AP to resolve co-channel interference.
- Began firmware upgrades.
- Assisted employees working remotely with VPN connection issues.

Help Desk Requests	Count	Closed
Accounts	20	14
Email	3	1
GIS	1	2
Hardware	13	16
Naviline	2	3
All Infrastructure	6	5
Not Assigned	5	0
Procurement/Disposal	1	0
Software	16	18
Total	68	61